Employee Self-Service Manual

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General Navigation

Navigation of HR Connect is much like navigation of any Internet site. To navigate, click on the available links, text headings, buttons, etc. There are, however, a few differences which must be clarified before using this tool.

Learning Guide: Table of Contents

The **Table of Contents** includes links enabling the user to click on the topic and jump to the instruction. To return to the Table of Contents, click the return arrow. The Table of Contents function menu is dependent on the version of Adobe Acrobat available. Below is one example of a menu bar.

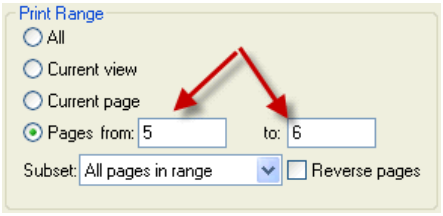
Printing the Learning Guide

NOTE: Printing the Learning Guide in its entirety is not recommended. The intent of accessing this guide online is so that users are always accessing the most up to date information. As new features are added to HR Connect, this guide will be built out. Recommendations are to click the topic from the Table of Contents and then:

- Review the instructions online and complete the necessary action in HR Connect.

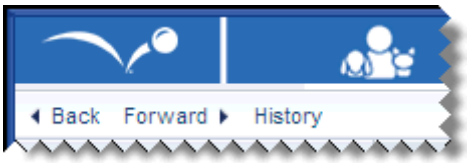
or

- Make note of the page numbers of the topic needed
  - Click the **print icon** in the Learning guide **menu bar**
  - In the **Print Range** section, input the **start and end page numbers** (see example at right)
  - Click **OK** button
  - Use the printed instruction to perform the task
  - Refer to the messaging in the document footer. Recycle the printed pages.



Back and Forward Links

The browser forward and back arrows (top left of the window) do not function within the application. Instead, navigate back and forward using the **Back and Forward links** (top right of the application).



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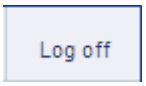
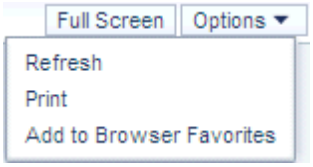
Log Off Link



Never close your HR Connect session using the [X] button (top right corner). Always use the **Log off link** (top right of the application). If not done correctly, another manager or associate could potentially start another HR Connect session and view your information. The **Log off** link ensures that your session is truly closed.

Refresh Feature



If working with information within a table (Ex: Task or Alert lists, performance appraisal tables, etc.) sometimes the links remain in view after an action has been completed. Use the **Refresh feature** to update the list or table.

ESS & MSS Tabs

Associates will only have **one tab**; the Employee Self-Service (PETM) tab. **Managers** with direct reports will have **two tabs** as illustrated below.

Terminology

Old	New
SSG, CSG, PRSG	Support Group

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Personal Information

Addresses – Permanent and Emergency Contact

PURPOSE

Use this procedure to:

- Add or change a permanent address
- Add or change an emergency contact name and/or address
- Delete an emergency contact name and address

LOCATION: US and Canada

AUDIENCE: US and Canadian Associates

PREREQUISITES: Have the new address and/or emergency contact information.

HR Connect only allows for one permanent address record, however, multiple emergency contact names and phone numbers may be entered.

Contact name and phone number for emergency contacts are required.

MENU PATH: Employee Self Service > Personal Information > Personal Profile > Addresses

PROCEDURE

This instruction covers four types of address scenarios:

- Changing your Permanent Address
- Adding a new emergency contact
- Changing your emergency contact
- Deleting an emergency contact

Changing your Permanent Address

1. Start the transaction using the **Menu Path** shown above.
2. In the **Addresses: Permanent Residence** section, click the **Edit** icon (pencil). The **Edit Permanent Residence** screen displays.
3. Update fields with new permanent address information.
   - *When entering phone number use the 000-0000 format.*
4. Select whether the update is:
   - **Valid as of Today** *(Already in permanent residence.)*
   - **Valid as of Future Date** *(Select date using calendar tool. Not yet at permanent residence but will be beginning on this date.)*

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5. Click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.

Adding a New Emergency Contact

1. Start the transaction using the **Menu Path** shown above.
2. In the **Addresses** section, click the **Emergency Contact** icon. The **Create Emergency Contact** screen displays.
3. Update fields with information. **Contact Name** and **Telephone** are required.
   - *When entering phone number use the 000-0000 format.*
4. Select whether the update is:
   - **Valid as of Today**
   - **Valid From** *(Select date using calendar tool.)*
   - **Valid From/To** *(Select from and to dates using calendar tool.)*
5. Click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.

Changing Your Emergency Contact

1. Start the transaction using the **Menu Path** shown above.
2. In the **Addresses: Emergency Contact** section, click the **Edit** icon (pencil). The **Edit Emergency Contact** screen displays.
3. Update fields with updated emergency contact information. *Example: Emergency contact has changed his/her phone number. When entering phone number use the 000-0000 format.*
4. Select whether the update is:
   - **Valid as of Today**
   - **Valid From** *(Select date using calendar tool.)*
   - **Valid From/To** *(Select from and to dates using calendar tool.)*
5. Click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.

Delete an Emergency Contact

1. Start the transaction using the **Menu Path** shown above.
2. In the **Addresses: Emergency Contact** section, click the **Delete** icon (trash can). A **Confirm Deletion** warning displays. Click the **Yes** button.
3. The **Emergency Contact** is removed. PetSmart associates should always have at least one emergency contact on file.

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Bank Details and Pay Method

PURPOSE

Use this procedure to add a new primary bank, add a secondary bank, change current bank account information, change the method of pay, and/or delete accounts.

LOCATION: US and Canada

AUDIENCE: All Associates

PREREQUISITES: Have banking information in hand before beginning this procedure. See **Step 3** in the **Add Main Bank** section by country for specific for details.

MENU PATH: Employee Self Service > Personal Information > Personal Profile > Bank Information

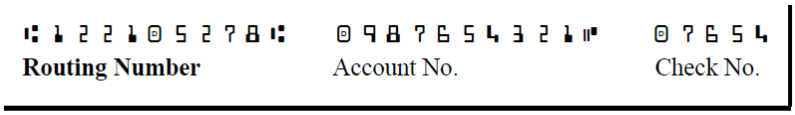
PROCEDURE US & PUERTO RICO

Add Main Bank (Checking)

1. Start the transaction using the **Menu Path** shown above.
2. In the **Bank Information** section, click **Main Bank** icon.
3. The **Create Main bank** screen displays. Click **Bank Number-Routing Number** field. Input banking information. Use the below examples as a guide.

When inputting the number into the field, DO NOT use dashes between numbers.

US & Puerto Rico = Routing Number at bottom of check.



Ex: 122105278

4. In the **Account Number** field, input the applicable account number. Click **Checking** radio button.
5. From the **Payment Method** field, select:
   - **Direct Deposit**
   - **Paycard**
6. Ensure that the **Valid as of Today** radio button is selected. Click **Review** button.
7. Click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.
8. The **Main Bank** screen displays summary information of the **main account** information just input.

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Add Secondary Bank (Checking or Savings)

1. Start the transaction using the **Menu Path** shown above.
2. In the **Bank Information** section, click the **Other bank** icon.
3. The **Create Other bank** screen displays. From the **Account Type** drop down menu, select either **Checking Account** or **Savings Account**.
4. In the **Bank Number-Routing Number** field, input banking information. See **Step 3** of the **Add Main Bank** procedure for detailed information.
5. In the **Account Number** field, input the applicable account number.
6. From the **Payment Method** field, select:
   - **Direct Deposit** (Any position, including Hourly Store Associates)
7. Enter either a **Standard Percentage** OR a **Dollar Amount** to be delivered by the payment method selected. *If using Standard Percentage, anything less than 100% will automatically be sent to your main bank.*
8. Ensure that the **Valid as of Today** radio button is selected.
9. Click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.

   Please Note - Any additions or modifications to your bank account made after Sunday will not be effective until the following pay period.

Change Current Banking Information

1. Start the transaction using the **Menu Path** shown above.
2. In the **Bank Information** section, click the **Edit** icon (pencil) next to the **applicable account**. Update banking data as necessary.
3. Click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.

Change Payment Method

1. Start the transaction using the **Menu Path** shown above.
2. In the **Bank Information** section, click the **Edit** icon (pencil) next to the **applicable account**. Select the **Payment Method** drop-down menu and choose applicable option. Update banking data as necessary.
3. Click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.

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Delete Banking Account

1. Start the transaction using the **Menu Path** shown above.
2. In the Bank Information section, click the **Delete** icon (garbage can) next to the **applicable account**.
   - Delete is not an option for Main bank.
   - Deletion of the secondary bank takes effect after the current pay period.
4. A **Confirm Deletion** warning displays. Click the **Yes** button.
5. The **account** is removed.

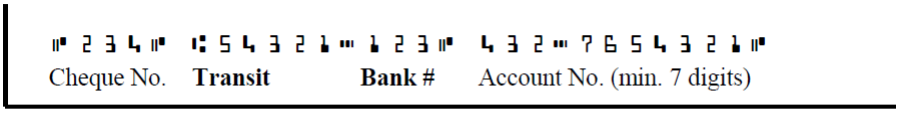
PROCEDURE CANADA

Add Main Bank

1. Start the transaction using the **Menu Path** shown above.
2. In the **Bank Information** section, click **Main Bank** icon.
3. The **Create Main bank** screen displays. Click **Bank Number/Transit Number** field. Input banking information. Use the below example as a guide.

When inputting the number into the field, DO NOT use dashes between numbers.

Canada = Bank Number at bottom of check.



Ex: Bank # then Transit = 12354321

4. In the **Account Number** field, input the applicable account number.
5. From the **Payment Method** field, select:
   - **Direct Deposit**
   - **Check**
6. Ensure that the **Valid as of Today** radio button is selected.
7. Click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.
8. The **Main Bank** screen displays summary information of the **main account** information just input.

Change Current Banking Information

1. Start the transaction using the **Menu Path** shown above.
2. In the **Bank Information** section, click the **Edit** icon (pencil) next to the **applicable account**.

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Update banking data as necessary.

3. Click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.

Change Payment Method

1. Start the transaction using the **Menu Path** shown above.
2. In the **Bank Information** section, click the **Edit** icon (pencil) next to the **applicable account**. Select the **Payment Method** drop-down menu and choose applicable option. Update banking data as necessary.
3. Click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.

Add Second Bank Account

1. Start the transaction using the **Menu Path** shown above.
2. In the **Bank Information** section, click the **Other bank** icon. The **Create Other bank** screen displays.
3. In the **Bank Number/Transit Number** field, input banking information. See **Step 3** of the **Add Main Bank** procedure for detailed information.
4. In the **Account Number** field, input the applicable account number.
5. From the **Payment Method** field, select:
   - **Direct Deposit** (Any position, including Hourly Store Associates)
6. Enter either a **Standard Percentage** OR a **Dollar Amount** to be delivered by the payment method selected. *If using Standard Percentage, anything less than 100% will automatically be sent to your main bank.*
7. Ensure that the **Valid as of Today** radio button is selected.
8. Click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.

   Please Note - Any additions or modifications to your bank account made after Sunday will not be effective until the following pay period.

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Family Members/Dependents

PURPOSE

Use this procedure whenever you want to add a new family member or dependent or when you want to edit data for existing family members or dependents.

LOCATION: US and Canada

AUDIENCE: All Associates

PREREQUISITES: US Associates: You'll need to enter your dependent's SSN. This is required due to Federal legislation for SSN verification.

Information for family members/dependents including SSN/SIN where applicable. Before starting this procedure, review the **Data Specific** section below. In some instances you must first contact the Benefits department to add/update family members/dependents. **1-866-263-8411**

MENU PATH: Employee Self Service > Personal Information > Personal Profile > Family Member/Dependents

Data Specific

A. For a **life change event**, such as marriage or the birth of a child, contact the Benefits department to add the dependent.

B. For a **child with a disability**, contact the Benefits department to add the dependent.

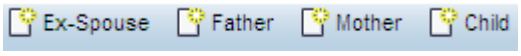
C. Only one **dependent Spouse** or **Domestic Partner** is allowed per associate in the system at any given time.

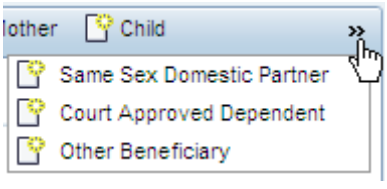
D. If **removing a dependent**, first remove the dependent from all plans, including life insurance beneficiary and then complete the **Update Family Members and Dependents** section.

PROCEDURE

Add Family Members and Dependents

1. Contact Benefits at **1-866-263-8411** in regards to A or B above.
2. Start the transaction using the **Menu Path** shown above.
3. Click applicable **New (Type)** button.
   Note: Click the >> icon to view additional options.





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4. The **Create (Type)** screen displays. At minimum, input applicable information in the following fields using the list order below. *Denotes required field.
    - First Name*
    - Last Name* (update if different, defaults to associate's)
    - Date of Birth*
    - Gender*
    - SSN/SIN* (For children under the age of 6 months no SSN/SIN is required.)
    - Country
    - Street and House Number
    - Address Line 2
    - City
    - State
    - Zip Code
    - Telephone
5. Click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.

Update Family Members and Dependents

1. Start the transaction using the **Menu Path** shown above.
2. In the **Family Members/Dependents** section, click the **Edit** icon (pencil) to the right of the applicable family member or dependent name. The **Edit (Type)** screen displays.
3. Make the necessary updates within the live fields available. When complete, click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.

Personal Data

PURPOSE

Use this procedure to view your personal data currently on file with Human Resources and Payroll.

LOCATION: All Locations

AUDIENCE: All Associates

PREREQUISITES: User access to HR Connect and the Employee Self Service tab.

MENU PATH: Employee Self Service > Personal Information > Personal Profile

PROCEDURE

1. Start the transaction using the **Menu Path** shown above.

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2. The **Personal Data** screen displays.
3. This view has been locked and the user is not allowed to make edits. If the information is incorrect, meet with your manager and request that he/she create a Miscellaneous Change with the necessary information to be corrected.
4. Click the **Cancel** icon.

Update Smoker Status Information

PURPOSE

Use this procedure to input/update your smoking status. This data is used to calculate life insurance premiums, if elected during benefits enrollment.

LOCATION: US and Canada

AUDIENCE: PetSmart associates electing life insurance.

PREREQUISITES: None

MENU PATH: Employee Self Service > Personal Information > Personal Profile > Verify Smoker Status

PROCEDURE

US

If in **Puerto Rico** contact your HR manager or call HR at **1-866-263-8411**.

1. Start the transaction using the **Menu Path** shown above.
2. - **New hires** click the **New** icon and proceed to next step.
   - **Current associates** click **Edit** icon (pencil) and proceed to next step.
3. The **Create Benefits Medical Information** screen displays.
   - Leaving the Smoker box blank = Non-Smoker
   - Checking the Smoker box = Smoker
4. Click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.

Canada

1. Start the transaction using the **Menu Path** shown above.
2. The **Smoker Status** screen displays. The **progress bar** is at **Select Associate** status.
   - **New hires** click **Benefits Medical Information** button and proceed to next step.

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- **Current associates** click **Edit** button and proceed to next step.

3. The **progress bar** is at **Fill Data** status.
   - Blank box = Non-Smoker
   - Checked box = Smoker

   Click **Review** button.
4. The **progress bar** is at **Review SCF** status. The **Status** selection displays. Click **Save**.
5. The **progress bar** is at **Submit** status. Click **Go to HR Connect Homepage** link.

Update Tetanus Vaccine Information

PURPOSE

Use this procedure to input/update your tetanus vaccine information. PetSmart is considered high risk for tetanus due to the store work environment (pets in stores, Groomers using cutting tools, etc.). New hires have until their second week of employment to update their tetanus vaccine status.

LOCATION: US

AUDIENCE: Services Associates and Store Management

PREREQUISITES: Date of last tetanus vaccine

MENU PATH: Employee Self Service > Personal Information > Personal Profile > Tetanus Vaccine

PROCEDURE

1. Start the transaction using the **Menu Path** shown above.
2. - **New hires** click the **New** icon and proceed to next step.
   - **Current Salon associates** click **Edit** icon (pencil) and proceed to next step.
3. The **Create Tetanus Vaccine Tracking** screen displays. Select the most appropriate radio button from the options presented. Additional fields/check boxes will display dependent on the radio button selected.
4. Click the **Save and Back** icon. A **Data saved successfully** message displays beneath the **Personal Profile** heading.

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Paid Time Off

View Time Accounts

PURPOSE

Use this procedure to view your time account balances (i.e. vacation, discretionary, and sick time balances).

LOCATION: All Locations

AUDIENCE: All Associates

PREREQUISITES: Available balances in time account.

MENU PATH: Employee Self Service > Paid Time Off > Time Accounts

PROCEDURE

1. Start the transaction using the **Menu Path** shown above.
2. The **Time Accounts** screen displays with the Time Accounts tab defaulted. The system defaults to **Quota Type: All Types** view.
3. Review the **Remainder** column for account balances.

Salaried Associates please note that the Time Accounts is also included in the Paid Time Off screen.

Request for Time Off

PURPOSE

This procedure is used to request time off, such as vacation, discretionary, sick , etc. This function is used by salaried associates only.

LOCATION: All Locations

AUDIENCE: All Salaried Associates

PREREQUISITES: Absence hours must be reflected for each individual day as applicable.

As a courtesy and when applicable, always discuss time off requests with your supervisor or manager before initiating through HR Connect.

MENU PATH: Employee Self Service > Paid Time Off > Paid Time Off

PROCEDURE

1. Start the transaction using the **Menu Path** shown above.

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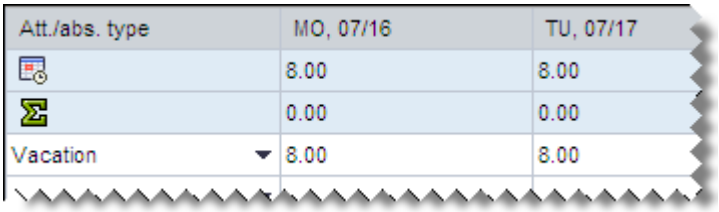
2. The **Paid Time Off** screen displays. Below the **Time Accounts** panel is the **Timesheet** panel. Scroll down the page if necessary.
3. The **Week from** field defaults to the current work week. Click the **Week from** calendar icon and navigate to applicable week for the requested time off.
4. Within the **Timesheet** table in the Att./abs. type column are drop-down fields. Select the requested **absence type** from the drop down menu.
5. Enter the **number of hours** to be away from work **for each individual day**.

   Note: *Absence hours cannot exceed the plan time shown in the second row.*



6. Click the **Save** icon to confirm the selected requested hours. A **Data saved successfully** message displays beneath the **Personal Profile** heading.

Benefits

New Hire Enrollment

PURPOSE

Use this procedure if you are a newly hired associate or have recently been rehired and have been notified that your Benefits Enrollment period is open to enroll in your benefit plans. Complete the prerequisite actions below in the order of appearance.

LOCATION: US and Canada

AUDIENCE: New Hires or Rehires

PREREQUISITES: Access www.benefits.petsmart.com and review information at:

- *Newly Eligible Associates and review What You Need to Know*
- *Newly Eligible Associates and review What You Need to Do > When and how to enroll for benefits*
- *Health and Life Insurance and review Full-time associates (US)*
  or
  Health and Life Insurance and review Part-time associates (US)
  or

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Canada Benefits and review Canada benefits program

Identify and notate benefits selections

Complete the Employee Self-Service User Guide lessons:

- *Addresses – Permanent and Emergency Contact*
- *Update Smoker Status*
- *Add and Update Family Members and Dependents*

Hire/Rehire link at the path below is available in HR Connect

MENU PATH: Employee Self Service > Benefits > Benefits > Hire/Rehire

PROCEDURE

1. Start the transaction using the **Menu Path** shown above.
2. The **Enrollment** screen displays and the **progress bar** is at **Plan Selection** status.
   US: *Unless otherwise noted, the Plans are defaulted to Waived. If you choose to:*
   - *Waive a particular plan already notated as waived, no further action is required.*
   - *Enroll in medical, dental, and/or vision^ plans; complete **Steps 3-7** for each.*
   - *Review Basic Life* and designate beneficiaries*
   - *Enroll in Additional Life, and/or AD&D plans; complete **Steps 8-12** for each.*
   - *Enroll in Dependent Life, Health Care FSA*, Dep DayCare FSA*, and/or Legal plans; complete **Steps 13-17**.*

   CN: *Unless otherwise noted, the Plans are defaulted to single, health, and dental. If you wish to add a dependent (family level) review and complete the **Family Members/Dependents** section first.*
   - *Review medical and/or dental elections. Complete **Steps 3-7** if adding a dependent.*
   - *Review Basic Life and designate beneficiaries*
   - *AD&D and Short-term are company provided.*
   - *Long-term disability mandatory benefit employee paid.*

   **if applicable*

Medical / Dental / Vision^

3. Select **Plan** by clicking radio button below the **plan type**. Scroll to the bottom of the page and click **Edit Plan** button.
4. The **plan type** screen displays and the progress bar is at **Plan Adjustment** status. To opt into the plan, click **gray selection** button to the left of the row.
5. ***US:*** The **plan options table** displays. Click the appropriate **Dependent Coverage** type. Click **Select Dependents** button.
   CN: The **plan options table** displays. Click the appropriate **Family Coverage** type. Click **Select**

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Dependents button.

6. The **eligible dependents** you entered during completion of the **Prerequisites** section earlier display in a table. In the Select column, click **check boxes** to add dependents. Click **Add Plan to Selection** button.
   If dependent does not display, return to Personal Information to Add/Update Family Members.
7. The main **Enrollment** screen displays and the **plan selection** updates.
   US: Proceed to **Step 8**.
   CN: Proceed to **Step 13** if selecting **Dependent Life** only, otherwise proceed to **Step 18**.

Basic Life, Additional Life, AD&D

8. Select **Plan** by clicking radio button below the **plan type**. Scroll to the bottom of the page and click **Edit** button.
9. The **plan type** screen displays and the progress bar is at **Plan Adjustment** status.
   - Additional Life, AD&D proceed to **Step 10**.
   - Basic Life, proceed to **Step 11**.
10. Click **gray selection** button to the left of the **plan type**. The **plan options table** displays. Click **gray selection** button to the left of the **Option** calculation. Click **Add Plan to Selection** button. Proceed to **Step 12**.
11. Click **Select Beneficiaries** button. The **beneficiaries** (dependents) you entered during completion of the **Prerequisites** section earlier display in a table.
    - In the **Beneficiary Percentage** column list the primary beneficiary or beneficiaries to receive benefits, and in what percentages. The total for this column must add up to 100%.
    - In the **Contingent Percentage** column list the contingent beneficiary or beneficiaries to receive benefits, and in what percentages, in the event the primary beneficiary has died and cannot receive benefits. The total for this column must also add up to 100%.

    Click **Add Plan to Selection** button. Proceed to **Step 12**.
12. The main **Enrollment** screen displays and the **plan selection** updates.

Dependent Life, Health Care FSA, Dep DayCare FSA, Legal

13. Select **Plan** by clicking radio button below the plan type. Scroll to the bottom of the page and click **Add Plan** button.
14. The **plan type** screen displays and the progress bar is at **Plan Adjustment** status.
    - Dependent Life, Legal proceed to **Step 15**.
    - Health Care FSA, Dep DayCare FSA, proceed to **Step 16**.
15. Click **gray selection** button to the left of the **available options**. The **plan options table** displays.

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Click **gray selection** button to the left of the **Option** calculation. Click **Add Plan to Selection** button. Proceed to **Step 17**.

16. Input annual **Contribution Amount**. Click **Add Plan to Selection** button. Proceed to **Step 17**.
17. The main **Enrollment** screen displays and the **plan selection** updates.

Review Enrollment

18. When all choices have been updated, click **Review and Save Enrollment** button at the bottom of the page.
19. The Enrollment page refreshes and the progress bar is at **Review Enrollment** status. If the plans are:
    - Correct, scroll to the bottom of the page and click **Save** button. Proceed to **Step 20**.
    - Incorrect, click **Previous Step** button, select the **plan**, click **Edit Plan** button, and make necessary updates. Proceed to **Step 18**.
20. The Enrollment screen refreshes and the progress bar is a Completed status. Click **Print Confirmation Form** link.
21. A new browser window displays a **Benefits Confirmation** .pdf file. Print and/or save the document for your records.
22. Be sure to click the **Log off** link from HR Connect when your session is finished.

View Current and Future Benefit Elections

PURPOSE

Use this procedure to view benefit elections for which you are currently enrolled or future benefit elections after completing the annual open enrollment.

LOCATION: All Locations

AUDIENCE: Associates currently enrolled in benefits

PREREQUISITES: Completion of New Hire Enrollment or Annual Open Enrollment

MENU PATH: Employee Self Service > Benefits > Benefits > Participation Overview

PROCEDURE

For security purposes:

- Print documentation by clicking **Print** icon.
- If printing to a work computer, never leave personal information on the printer.

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View Benefit Elections

1. Start the transaction using the **Menu Path** shown above.
2. The **Show Participation Overview** screen displays. The participation overview is as of the current date. If necessary, change the **Show Participation Overview as of** date to the appropriate time period.
   Examples:
   - To view the **current years** benefits participation leave the **date field** showing the **current date**.
   - To view benefits participation **after annual open enrollment** has been completed, click on the **Show Participation Overview as of** date icon and select **01/01/YY** of the **upcoming year** and click the **Go** button.
3. Click **applicable radio button** below the plan heading. Scroll down the page and click **Show Participation Details** button at the bottom of the plan list.
4. The **Details of Plan (plan type)** screen displays for the plan. Review the information. When completed click **Back** button to return to the main **Show Participation Overview** screen.
5. Complete **Steps 2-3** to view other plans as necessary. Be sure to click the **Log off** link from HR Connect when your session is finished.

Print Benefit Election Confirmation

1. Start the transaction using the **Menu Path** shown above.
2. The **Show Participation Overview** screen displays. The participation overview is as of the current date. If necessary, change the **Show Participation Overview as of** date to the appropriate time period. See **View Benefit Elections Step 2** for examples above.
3. Navigate to the bottom of the plan list. Click **Print Confirmation Form: All Plans** link.
4. A .pdf document displays in a new window. **Print** to a local or home printer or **Save** the document electronically for your records.
5. Click **[X]** button in the top right corner of the **confirmation statement window**. Click **Exit** button at the bottom of the plan list. Be sure to click the **Log off** link from HR Connect when your session is finished.

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Add Organization Beneficiary

PURPOSE

Use this procedure to add trust and/or charity organizations as beneficiaries for your life insurance coverage with PetSmart. NOTE: This process does not actually assign the organization to the beneficiary role. Instead this step creates the necessary record that the Associate will select during the enrollment process during adding basic life insurance.

LOCATION: All Locations

AUDIENCE: All Associates

PREREQUISITES: To add an organizational beneficiary outside of open enrollment (or initial enrollment), you must contact your HR manager or call HR at **1-866-263-8411**.

To actually make the beneficiary assignment you must go through the enrollment process of assigning beneficiaries when you elect your life insurance coverage. Contact a Benefits department representative mid-year.

MENU PATH: Employee Self Service > Benefits > Benefits > Organizational Beneficiaries

PROCEDURE

1. Start the transaction using the **Menu Path** shown above.
2. The **Beneficiaries** screen displays. The **process bar** is at **Select Record** status. Click **New Enrollment** button.
3. The **process bar** changes to **Change/Insert Record**. Select the appropriate **Organization Type** from the drop down menu.
4. Input **Organization Name** and **Tax Number**. If organization is a charity, click Charitable org. box.
5. In the **Organization's Address** section, input the information in the order below.
   - Country Key *(US for United States, CA for Canada, or PR for Puerto Rico)*
   - Street Address for the Organization
   - 2nd Address Line *(if applicable)*
   - City
   - State or Province
   - Postal Code
   - Telephone Number *(Use 000-0000 as the format)*
   - Fax Number *(if applicable)*
6. Click **Effective Date** drop-down menu icon. Navigate through the calendar tool to the appropriate **month** and click applicable **day** to set the effective date for the organization to be the beneficiary.

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The End Date automatically defaults to 12/31/9999. If you wish to enter a date earlier than that use the same procedure as used for selecting the Effective Date. Click **Review** button.

7. The **progress bar** changes to **Review Data** status. The organization displays under **New Data** banners. Review, validate, and make necessary changes to the data. When the data is correct, click the **Submit** button.
8. The **progress bar** changes to **Submit** status.
   - A message of **Enrollment Insertion/Update Submitted Successfully** displays.
   - If not, an error message displays. Contact your benefits representative.
9. Click **Employee Self-Service (PETM)** tab to return to the **Overview** page.
10. Be sure to click the **Log off** link from HR Connect when your session is finished.

Payroll

Access IPay Statement (US, PR)

PURPOSE

US Associates & Puerto Rico Store Management use this process to access their ADP iPay account to view/print pay statements or W-2 documents.

AUDIENCE: All US Associates and Puerto Rico Store Management

PREREQUISITES: First time users must register at the ADP site to obtain a login & password.
ADP site is https://ipay.adp.com/iPay/login.jsf > click the Register Now link
Adobe Reader to view pdf statement/document.

MENU PATH: Employee Self Service > Payroll > Pay Statements

PROCEDURE

For security purposes:

- Print documentation by clicking **Print** icon.
- If printing to a work computer, never leave personal information on the printer.

View/Print Pay Statement

1. Start the transaction using the **Menu Path** shown above.
   ATTN: First time users be sure to complete the prerequisites above.
2. The **ADP IPay Statements Web site** displays in a new browser window. Click **Login** button.
3. Enter **User name** and **Password**. Click **OK** button.

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4. The **Pay Statements Summary** screen displays. The **Pay Statements** radio button is defaulted as is the current year.
5. Under the **Pay Date** column, click the **applicable date** link to view.
   To view data for a previous year, click the applicable year link below the table.
6. The pay statement displays. Review the data online. Be sure to click the **Log off** link from HR Connect when your session is finished.

View/Print W-2 Document

1. Start the transaction using the **Menu Path** shown above.
2. The **ADP IPay Statements Web site** displays in a new browser window. Click **Login** button.
3. Enter **User name** and **Password**. Click **OK** button.
4. The **Pay Statements Summary** screen displays by default. Click **W-2** radio button.
5. The **W-2 Summary** screen displays. Under the **Tax Year** column, click the **applicable year** link to view.
6. The W-2 displays. Review the data online or click **Print** icon to print a copy of the document. Be sure to click the **Log off** link from HR Connect when your session is finished.

Access Salary Statement (CA)

PURPOSE

Canadian Associates use this process to access and view/print their salary statement.

LOCATION: Canada

AUDIENCE: Canadian Associates

PREREQUISITES: HR Connect login & password

MENU PATH: Employee Self Service > Payroll > Paycheck Inquiry Service

PROCEDURE

View/Print Salary Statement

1. Start the transaction using the **Menu Path** shown above.
2. The **Salary Statement** screen displays the associate's **Statement of Earnings and Deductions** document.
3. Click the **Request Print** icon to send the document to the printer.

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4. Below the **Salary Statement** heading the message ***Print request submitted for displayed salary statement*** displays. Click **Back** button.
5. Be sure to click the **Log off** link from HR Connect when your session is finished.

Talent Management

Talent Self-Description

PURPOSE

As part of our annual talent review process, we ask associates to share with (or update) their manager on important information on their work experience, prior to PetSmart, education and career goals. We also ask them to share information about their accomplishments, ability to relocate and career interests. This Talent Self Description is your "internal resume."

AUDIENCE: All Support Group and DC Exempt associates

PREREQUISITES: When completing the Talent Self-Description, you may want to have your career history from a resume or notes. You have the ability to cut and paste into HR Connect so you may wish to have the information in an electronic format. You may draft your thoughts in Word and cut (Ctrl + Z) and paste (Ctrl + V) into HR Connect (there is no spell check in HR Connect). There are a series of tabs for you to complete in your Talent Self Description. Select each tab and verify and/or enter the requested information. Some information noted with an * is required and some is optional. You are free to put in as much information as you wish, we've provided recommendations.

NOTE: HR Connect has a timing feature and you will receive reminders to stay to the system. We recommend that you save your entries frequently in the event you are interrupted and you are timed out of the system you data will not be lost.

- **Internal Work Experience:** *This tab has been populated for you, reflecting your past and current jobs at PetSmart. You are not able to edit this information. If there is something that appears to be inaccurate, please discuss it with your manager or HR manager so that a Status Change Form can be submitted to correct any inaccuracies.*
- **External Work Experience:** *You should verify the information that may have been brought over from our former HRIS system or you will need to input data if you have not had the opportunity to do so.*

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- **Education:** *You need to verify the information that was brought over from our former HRIS or input data if you have not had the opportunity to do so. This is the tab where you should include any professional certification that you have obtained.*
- **Accomplishment:** *Consider academic, professional, or volunteer accomplishments you want to share that have taken place outside of PetSmart to demonstrate valuable skills and knowledge that can be transferred to the workplace. Note things which you believe are transferrable skills. This is not intended to be a place to insert accomplishments from your PetSmart performance reviews.*
- **Career Goal:** *This is an opportunity for you to provide specific information about specific jobs or roles at PetSmart you have interest in. Explain your career goals and interests. Consider what jobs you would like to pursue, what skills and experience you want to gain and whether you would like to be an individual contributor or have a management role. You may have some thoughts about this based on your Individual Development Plan (IDP) and ongoing conversations about career development with your manager. These could include lateral moves as well as promotional moves.*
- **Mobility:** *This tab allows for you to identify a willingness to relocate to another area for a job opportunity. Begin with a yes/no and then provide additional information for preferred or disliked locations. Use the Note section to provide additional information or explanation.*

MENU PATH: Employee Self Service > Career and Performance > Career Information

PROCEDURE

1. Start the transaction using the **Menu Path** shown above.
2. The **Talent Self Description** screen displays. A series of tabs display with the **Internal Work Experience** tab active.
   *Some of the information in the tabs are required as noted with an asterisk * and some are optional. You are free to provide as much of the optional information as you wish.*
3. The **Organizational Assignments** section should display your current title, etc.
   - If additions are not necessary, proceed to **Step 5**.
   - Click **Add** button to include additional internal work experience. Proceed to **Step 4**.
4. The **Add Project** dialog box displays. Enter the required or optional information as necessary. When completed, click **OK** button. Click **Save** button.
5. Click **External Work Experience** tab.

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- If additions are not necessary, proceed to **Step 8**.
- Click **Add** button to include additional external work experience. Proceed to **Step 6**.

6. The **Add External Work Experience** dialog box displays. Enter the required or optional information as necessary. When completed click **OK** button. Click **Save** button.
7. Repeat **Steps 5 & 6** for each additional external work experience you wish to include.
8. Click **Education** tab.
   - If additions are not necessary, proceed to **Step 10**.
   - Click **Add** button to include educational experience. Proceed to **Step 9**.
9. The **Add Education** dialog box displays. Enter the required or optional information as necessary. When completed, click **OK** button. Click **Save** button.
10. Click **Accomplishments** tab. Click **Add** button.
11. The **Add Accomplishment** dialog box displays. When completed, click **OK** button. Click **Save** button.
12. Click **Career Goal** tab. Under **Preferred Jobs** heading, click **Add** button.
13. The **Add Preferred Job** dialog box displays. Select **Functional Area** from the drop down menu. When completed, click **OK** button.
14. Click **Create Note** button. When completed, click **OK** button. Click **Save** button.
15. Click **Mobility** tab. Select **Yes** or **No** radio button relevant to a change of location.
    - If **Yes**, proceed to **Step 16**.
    - If **No**, proceed to **Step 18**.
16. Under the **Preferred Locations** heading, click **Add Location** button. Use the drop down menus to refine preferred locations. Complete this step to include all preferred locations.
17. Under the **Disliked Locations** heading, click **Add** Location button. Use the drop down menus to refine disliked locations. Complete this step to include all disliked locations.
18. Under the **Note** heading, click **Create Note** button. Input additional information for preferred, disliked, or reasoning for current location as applicable. When completed, click **OK** button. Click **Save** button.
19. When you have completed filling out the Talent's Self Description, click **Close** button.

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